

Guidelines for Elementary Certificate Program Evaluation Preparation 2010

Teacher Preparation Program Overview

Program overview reports are due to the Michigan Department of Education (MDE) on December 1 in the scheduled review year.

Instructions for Preparing Documents for Review

Submit this information in an electronic file or on the web for repeated use by each review panel. Number the pages of multiple-page documents. Published promotional materials may be sent separately (3 copies needed). **Please do not exceed a maximum of 12 pages of narrative.**

Requested Information

1. Institutional Overview

Please provide background information which may include the following:

- Mission/vision statements
- Overview of conceptual framework
- Excerpts of relevant information from college catalog, and
- Promotional materials.

2. Student Preparation for Teaching in Specialty Areas attached to an Elementary Certificate.

- Description of student involvement in early field experiences.
- Description of student teaching process. What factors are considered in assignments for student teaching? Are secondary students placed in classes that reflect their major and/or minor? How does the placement of elementary candidates differ from that of secondary candidates?

3. Professional/Pedagogical Studies

- Complete *Professional and Pedagogical Studies Course Requirements*, Form EC XXX
- Provide narrative regarding the use of the Professional Standards for Michigan Teachers (PSMT)

4. Outreach from Institution

- How are early field experiences selected, monitored, and evaluated?
- What collaboration projects or partnerships are in place with P-12 schools?
- What collaborative projects or partnerships are in place with community organizations?
- What collaborative projects or partnerships are in place with other post-secondary institutions?